

# LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

## SAU #68

**DATE: September 9, 2020**

### MEETING MINUTES

#### SCHOOL BOARD PRESENT:

Matt Manning, Chairperson  
Jay Duguay, Vice-Chairperson  
Tamra Ham  
Joe Bossie  
Brian Angelone  
Vance Pickering  
Jasmine Weeden

#### ADMINISTRATION/STAFF PRESENT:

Judith McGann, Ed.D., Superintendent of Schools  
Mark Pribbernow, Principal  
Debbie O'Connor, Business Administrator  
Sharon Holt, Assistant to the Superintendent

#### PUBLIC PRESENT:

Annie Anderson	Eleanor Harvey
Mark Houde	Paul Schirduan
Denise Heredeem	Vicky Martin
Heather Krill	Geoff Wilson

The meeting was held in the Middle/High School Multi-Purpose Room

**Call to Order:** Matt Manning called the meeting to order at 6:00 pm.

The Chairperson, Matt Manning turned the Agenda/Meeting over to Jay Duguay, Vice-Chair.

#### Minutes:

Approval of the School Board meeting minutes of August 19, 2020. **Matt Manning made a motion to approve the minutes. Joe Bossie seconded the motion.** Discussion was had regarding correspondence. In future copies of correspondence will be included in the Board packets or in a folder brought to the Board meetings for Board Member review. After discussion, **all are in favor and the motion was approved unanimously.**

Approval of the School Board non-public meeting minutes of August 19, 2020. **Matt Manning made a motion to approve the minutes. Tamra Ham seconded the motion. All are in favor and the motion was approved unanimously.**

#### Public Request:

Denise Heredeem is seeking a right of way at the end of Pleasant Street in Lincoln to build a driveway. She has spoken to the Town of Lincoln and they requested that she reach out to this Board because the School owns the property. Jay Duguay asked if, prior to the right of way that was granted to the Town from the School, would Mrs. Heredeem's second lot have required a right of way from the School? Mrs. Heredeem answered "yes". Jay Duguay mentioned that Mrs. Heredeem's right of way was discussed at the last School Board meeting, but the School Board is still waiting on more information from the School Attorney. Mrs. Heredeem mentioned she had provided the information to the School in July and she has just one more year to un-fuse the deed on her two lots which were originally sold as two lots. Superintendent McGann will follow up with the Attorney and hopes this can happen in the next two weeks. The right of way will be put on a future Board meeting agenda once the information is received from the Attorney.

#### Correspondence:

Superintendent McGann mentioned that the only correspondence received was the 2020 Senior Exit Survey. Jay Duguay asked

when the questions were asked of the students? Debbie O'Connor/Mark Pribbernow responded that the questions are asked right before graduation. Tamra Ham mentioned that she was saddened to see the percentage of students that answered that they would not continue with community service after graduation considering how important and active community service is in our area. Overall Tamra thought that the survey results were not too bad considering COVID. Joe Bossie found the percentage (20%) of students that felt harassed concerning. Mark Pribbernow mentioned that he had not had many complaints. Joe mentioned that it may be students felt harassed but did not speak up.

**Reports:**

**Business Administrator's Report:** Debbie O'Connor reminded Board members to sign the manifests. She is finishing up year end/year end reports. The auditors come next week. Debbie does not have the final numbers but feels the School will be able to return money to the towns after funding the trust funds and retain 2.5% of unassigned funds.

**Tamra Ham made a motion to authorize that 2.5% of unassigned funds after trust funds are funded be retained. Joe Bossie seconded the motion. All are in favor and the motion was approved unanimously.**

Debbie O'Connor mention the 2.5% is emergency funds which require approval to spend but do not require a public hearing.

Debbie mentioned the summer lunch program was very successful. There were 20 families that participated for a total of 42 children. The program was made possible by a \$5000 grant from the NH Charitable Association. *AHEAD* was able to purchase gift certificates with moneys they had received from a grant. The gift certificates were then donated to the lunch program and included in the bags to the families. The Rotary also donated supplies (bags, etc.) as well as volunteers.

Debbie O'Connor stated that we have applied to extend the Schools' USDA Area Eligibility Area Waiver to be able to continue feeding students under the age of 18 for free. Remote learners will be able to pick up their meals at the School. The waiver would extend the program through 12/31/2020 or whenever the money runs out. Once the final confirmation comes from the State, the School will release the information to families. Families will still be encouraged to complete the Free and Reduced lunch application as this will be needed after the waiver ends. Additionally, several of our grants, Title I, etc. rely on these applications. This year's National School Lunch Program application had already been completed and submitted prior to the notice of extension to the waiver. The application will now need to be modified with the updated information.

**Superintendents Report:** Superintendent McGann read the air exchange numbers for each school based upon a 10% open exchange:

- For multi-purpose rooms and gym – 6.1 air exchange per hour (ACH). Every 10 minutes the air changes in these rooms.
- Classrooms – 4.3 air changes per hour (ACH) – every 15 minutes air changes in classroom.
- The level of open-air exchange was raised to 15-20% during COVID. This will bring the numbers higher for how often air is exchanged.
- Filters are changed twice a year currently. Moving forward the filters will be changed quarterly.
- Each air exchange unit contains HEPA filters with a Merv 8 rating.
- Each elementary classroom has its own air exchange unit.
- At the MS/HS the units are located on the roof of the MS/HS building. There are several classrooms sharing the exchange units, however the same process is followed in that negative pressure is used and fresh air is exchanged at the same rate into the classroom at a rate reported above.

Some classrooms have been equipped with an extra portable Hepa filter machine.

Superintendent McGann mentioned the pipe project. The district's engineer is in the process of returning a revised report to the state with recommended updated information. From there, the revised plan will be approved by the state and the district can move forward.

Superintendent McGann stated that the Emergency Response Plan has been updated with current names and sent to NHDOE as required. The Committee will be meeting within the next month.

Superintendent McGann noted that an Air Quality Assessment was completed in 2017. The intention of the assessment was to look for mold but other air quality items such as carbon monoxide, carbon dioxide and air flow were reported on as well. Recommendations from that assessment were addressed. An updated air quality assessment has been requested from the engineers.

Joe Bossie asked if the air quality numbers that Superintendent McGann had read were based on the equipment specs or air quality testing? Mark Houde stated they were based on the specs. Jasmine Weeden asked if there was any indication that the equipment was not working up to spec? Mark Houde answered no. Joe Bossie was particularly concerned that the system in the gym had not been completely hooked up. Mark Houde believes that it has been and will look for the supporting information.

Jay Duguay wanted to make sure to clarify that the filters in the building are Merv 8 filters which are not HEPA filters. Merv 8 filters are standard for general commercial buildings. Hepa filters are higher rated. He wanted to make sure this difference was stated so that families have clear information to make informed decisions.

Principal's Report: Mark Pribbernow stated that attendance has been incredible, and things were going well for day two. The leadership team has been meeting after school each day. They have been learning each day and were able to shave time off screening/arrival procedures from the first day to the second, quicker and more efficient. Departure improved between day one and two as well with juniors and seniors being released earlier and the buses arriving earlier.

Mark Pribbernow mentioned that teachers are doing a good job and are being creative with using outdoor space and white boards have been placed outside. The children seem to be taking it in stride.

Mark Pribbernow discussed lunch. Lunch times have been reduced by five minutes and lunch has been consolidated to the gym which allows for more spacing. Children are reminded to put their masks back on when meals are completed and most seem to eat quickly. Elementary students are sitting at individual desks for lunch in the Elementary MPR with meals received as they enter the room. Some teachers seem interested in having lunch in classrooms. Unfortunately, staffing is an issue when covering lunch period as there is a contractual obligation to allow teachers a duty free lunch. A new lunch plan is in the works particularly for the Elementary School. The new plan still needs to be addressed with the teachers.

Mark Pribbernow mentioned homeschool and remote learning: Google Classroom is now up and running and Plato will be available next week.

Mark Pribbernow is looking to have someone partner with Shawn Quinn on Plato.

Mark Pribbernow stated that students are really stepping up and are being good with masks. Staff is working on teaching road rules for hallways, stay to the right, etc. Overall, Mark is very proud of the students, teachers, and community.

Tamra Ham asked how many new students have enrolled. Mark Pribbernow replied about 15 or so. The number of new students pretty much evened out with the number of students that are remote learning.

Tamra Ham expressed frustration with the lack of communication from the School to the community and School Board. Tamra requests again that the Administration make sure to include Board members in all communication (all calls, emails, etc.) to parents. Tamra finds it irritating and embarrassing to find out from parents about changes and not have the necessary information to respond re: lunch changing to the Elementary MPR and Gym with larger groups of students eating together in the same room unmasked when the original plan had students eating in their classrooms. Additionally, middle school students are moving instead of the teachers as originally discussed.

Jay Duguay seconded Tamra Ham’s concerns regarding communication. Communication to the community needs to be clear. Lack of communication undermines confidence in the Administration and Board.

Mark Pribbernow stated Middle/High School students are currently eating lunch in the gym as it allowed for more space to distance then the Middle/High MPR. Most HS Seniors and some Juniors are released for lunch. The Elementary students are eating at individual desks in the Elementary MPR. Elementary lunches are split by grade level: 1 & 2 then 3, 4 & 5. The leadership team has an idea for a solution to change the lunch process, but it still needs to be addressed with teachers prior to the change being official.

Brian Angelone was concerned because the current lunch processes are different then what had been discussed during the Re-opening Plan meetings, etc. Also concerned that students can leave for lunch and then drive together without wearing masks. For students that leave, are temperatures retaken upon return to School? Not currently.

Matt Manning is thankful that the lunch period has been shortened and asked if students can use that time to go outside for a break? Mark Pribbernow stated that the Middle Schoolers would have just come back from a break prior to lunch.

Matt Manning inquired if the Middle/High School students are eating with the same kids each day (their cohort)? Middle School lunch is staggered seating by homeroom/class. Mark Pribbernow will check on how exactly the seating assignments are set for Middle School lunch.

Brian Angelone asked how classrooms are being sanitized between classes? Mark Pribbernow stated that students are asked to wipe down their desks either before and/or after class per the teacher’s preference. Brian believes the School should take ownership of sanitizing the classrooms and not leave it to students as some students may be more conscientious than other students.

Tamra Ham asked if the Middle Schoolers were still not allowed to use lockers as the backpacks must be very heavy? Mark Pribbernow answered that they are currently not able to utilize lockers but that should be changing soon to allow Middle Schoolers access to lockers once or twice per day like the High Schoolers. Tamra inquired if we should invest in wheeled backpacks?

Jasmine Weeden said thank you to everyone for handling these new challenges quickly and with flexibility. We need to all work together with grace. Her girls are very excited to be back at school. Good luck with the school year.

Joe Bossie also expressed his appreciation as well.

Matt Manning stated there has been some miscommunication regarding the ability to have tents at the Schools. In the process of investigating having a large tent at each of the two schools.

**Policies:**

**FIRST READING:**

**SECOND READING:**

	GCCBC FMLA Leave
	ACAC Title IX Sexual Harassment Policy & Grievance Process

Jay Duguay stated that the Policy Committee met prior to the Board meeting. The policy committee recommends that policy GCCBC (Family Medical Leave Act – FMLA) be approved. The changes to the policy are statutory changes regarding hours and serious health conditions.

**Tamra Ham made a motion to approve the revisions to policy GCCBC. Joe Bossie seconded the motion. All are in favor and the motion was approved unanimously.**

Jay Duguay stated that the Policy Committee recommends an emergency adoption of policy ACAC (Title IX Sexual Harassment) as well as policies GBEAB (Mandatory Code of Conduct Reporting) and GBEB (Staff Conduct) in their current forms per recommendation by the NH School Board Association (NHSBA). The Title IX coordinator will be the Special Education Director,

Georgia Caron. Georgia will be training on the new Title IX policies. Once her training is complete, policy ACAC can be put on the agenda for review if she has any recommendations for changes. 99% of the wording of the ACAC policy is standard as recommended by the NHSBA with elections relating to Lin-Wood were made where allowed. GBEAB and GBEB are related to the ACAC (Title IX). GBEB adopts NH code of conduct for NH Educators. GBEAB adopts that every person is required to report code of conduct violations.

Jay Duguay mentioned that there have been lots of changes to Title IX since we previously reviewed the policies just last year.

**Tamra Ham made a motion to approve policies ACAC, GBEAB and GBEB. Jasmine Weeden seconded the motion. All are in favor and the motion was approved unanimously.**

Jay Duguay mentioned with the adoption of the new ACAC policy, the old Sexual Harassment policies, JBAA and GBAA, need to be withdrawn.

**Jasmine Weeden made a motion to withdraw policies JBAA and GBAA. Joe Bossie seconded the motion. All are in favor and the motion was approved unanimously.**

Jay Duguay noted that the investment policy DFA needs to be reviewed each year. The policy committee reviewed the policy and has no recommended changes to the policy for the Board. Jay questioned Debbie O'Connor on the last statement of the policy: "The investment of capital or trust fund accounts will be left to the discretion of the Town of Woodstock Trustees of the Trust Fund without prior approval of the Board"? Debbie said that the School does not have its own Trustees of the Trust Fund. The District elected Woodstock's Trustees to oversee the School Trust Funds. Tamra Ham stated that the Trustees would have to follow specific RSAs regarding investing the Trust Fund monies and the monies must always remain available. Debbie mentioned there are minimal transactions in the Trust Fund accounts. Reports on the Trust Funds would appear in the Town of Woodstock's reports. A copy of the reports is needed for the Audit. Debbie will bring a transaction history for the Board to review.

Joe Bossie and Jay Duguay inquired as to when the Technology Committee would next meet?

The Facilities Committee will meet prior to the next Board meeting.

#### **Staff Recommendations/Nominations:**

Anna Reinsant is recommended as a Paraprofessionals. **Tamra Ham motioned to accept the Paraprofessional recommendation. Joe Bossie Seconded. All are in favor and the motion was approved unanimously.**

#### **New Business:**

Debbie O'Connor mentioned that Substitute Pay Rate information was provided in the Board packets. Debbie had surveyed the North Country School Business Administrators to find out what each was paying Substitutes. Lin-Wood currently pay \$80 per day with a degree or \$70 per day without a degree. Some schools pay different rates for Substitutes for teachers vs. paraprofessionals, Lin-Wood does not. After reviewing the survey, Debbie recommends moving the pay rate to \$90 per day with or without a degree. Tamra Ham asked if the increased rate would be covered based on our current budget? Debbie replied yes, there would be the money in the budget to cover the increase. Jay Duguay inquired if \$90 was enough of an increase? He had heard that Profile School, not on Debbie's list, was considerably higher. Tamra Ham asked if there had been a history of not being able to get enough Subs? Debbie replied that the Sub pool was about the same as in the past but is seasonal as some Subs begin working at Loon when the Mountain opens. Debbie mentioned that there have been a few new inquiries regarding becoming a Sub which is pretty standard at the beginning of the school year. Matt Manning asked if there has been any consideration of long-term Subs? Debbie answered that some of our Subs end up being close to full time and that most schools do not have long-term Subs. Jay Duguay inquired as to the number of Sub days used in a School year? Debbie said she was unsure but would look up the average number of Sub days. Joe Bossie said that a rate could be chosen now and then readdressed as necessary. Jasmine Weeden suggested \$100 then readdress as necessary. Debbie O'Connor mentioned that it is easier to start lower and increase than start higher and then decrease. Vance

Pickering said he was okay with the \$90, have Debbie O'Connor investigate the number of Sub days, and readdress the rate if necessary.

**Tamra Ham motioned to increase the Substitute pay rate to \$90 for both Teachers and Paraprofessionals for all Substitutes Matt Manning Seconded. All are in favor and the motion was approved unanimously.**

Debbie O'Connor explained that the Board Audit Questionnaire needs to be completed. A copy of the current year's form was included in the Board packet as well as a copy of last year's completed form. Tamara Ham had a question regarding #8 on the form regarding how Department Heads are included in the Budget process? Debbie answered that Department Heads are brought in to the budget meetings as necessary. Jay Duguay read the Questionnaire aloud and the Board answered together.

Debbie O'Connor discussed the past processes and history in developing the School Funding Formula. Most of the funding is through tax payer dollars with additional funds received through grants from the State, etc. The Formulas were initially established in 1962 when the Co-op was formed and the split at the time was a straight split per town (60 % - Lincoln // 40 % - N. Woodstock). In 1988 the formula moved from a flat formula to a formula based on property valuation and the daily number of children attending the school per town. With this formula the split remained at about the 60%/40% split as Lincoln has higher property values while Woodstock has more daily attendees. As the State will not accept any changes to a formula sooner than 5 years after the last change, the committee in 1988 decided to implement a five- year funding review. This review is not a law or State mandate it was just a determination of that committee. The last change to the funding formula happened in 2014/2015 when the district voted to return to a flat fee with Lincoln now at 65% and Woodstock at 35%. As the five-year period is about up, the formula can be reviewed. Debbie O'Connor stated that the formula review process is a lengthy process. Tamra Ham said that the process should be started. Debbie O'Connor said that the School Board needs to make notification to the Towns that the Board would like to review the Formula. The review board would contain representatives from the School Board as well as tax payers from each town, etc. Tamra Ham mentioned that there will be a joint Select Board meeting of the Towns next Monday and she would inform them that a letter may be coming from the Board regarding review of the Funding Formula. Matt Manning asked if a letter would need to be drafted? Vance Pickering asked what was in the last letter? Superintendent McGann will research what was said in the last letter to the Towns regarding Funding Formula Review.

#### **Community:**

Annie Anderson asked if reviewing the funding formula could be pushed off a year as there is so much currently going on? She recalls that the past review was an extensive process and is concerned that it may not be something that should be taken on at an unsettled time. Matt Manning noted that Mrs. Anderson's comments would be taken in to consideration once the past letter was found and reviewed.

Paul Schirduan is concerned about the School's test scores being low and how that is being addressed. Summer retention? Concentrating on the basics: reading, writing and arithmetic? Matt Manning asked if Mr. Schirduan had brought his concerns to Administration prior to the Board? Mr. Schirduan stated that he had on several occasions. Superintendent McGann stated she would contact Mr. Schirduan in writing to let him know what has been done. Jay Duguay suggested that Mr. Schirduan reach out if not satisfied after the communication from Superintendent McGann is received to request to have an item added to a future Board agenda, that way the Board can be better prepared to answer.

Geoff Wilson asked about the plan for Chorus and Band? Mark Pribbernow answered that band and chorus are first and second period and utilize the Multi-Purpose Room and Gym. Mr. Untersee and Ms. Burhoe are working on course material regarding music theory and may also work on song writing. Ms. Burhoe is making masks for the chorus and the chorus will eventually be singing. The Elementary is much the same with courses revolving around music theory. There is no Elementary chorus currently.

Victoria Martin expressed that she is grateful that the school is open she believes that it is the right decision. She has major concerns with the communication to parents from the School her "all call" message cut out after three minutes and she is unsure that she received the full message. Communication and messaging in general must be better and very clear. Being flexible should not mean putting children at risk. Major concerns about so many children eating lunch together. The lunch room is the highest risk

area for disease as everyone is eating with their masks off. The CDC recommends that meals should be eaten in classrooms or outdoors. The Gym, with questionable ventilation, just provides “artificial distance”. It makes no sense to cohort in other ways and then bring the children together to eat. The school must clearly communicate and not just provide vague explanations to questions. What is the new plan that had been mentioned earlier regarding lunch? Mark Pribbernow answered that the leadership team has not had a chance to discuss the new plan with all the teachers, so it is not yet official. Hesitant to give out the information prior to speaking with the teachers as it may need to change. However, the new plan is to extend recess and lunch, currently it is one hour, so that the lunch sessions can be split to two grades instead of three, diminishing the number of students in the Elementary MPR by 30%. The lunches would still be in the MPR as there is not enough staff to cover lunches in classrooms. There is not a way to have one teacher watch kids in two rooms safely. Teachers are contracted to have a “duty free” lunch. With the new plan two teachers out of four would be “duty free” at a time. Victoria was still concerned with the new plan for the Elementary lunches as it would still be 40 children in the MPR. Mark answered that there is the space there. Victoria Martin mentioned she felt it would be safer for one teacher to stand in the doorway of two classrooms to cover lunch compared to bringing children to the MPR for lunch.

Jasmine Weeden said that Administration should not feel pressured to answer these questions at the meeting.

Jasmine Weeden asked if it would be possible to hire people to cover lunch? Mark Pribbernow answered that hiring for other positions has not been successful, he has currently been acting as a bus monitor.

Matt Manning said all are valid comments and concerns and it is great to hear ideas and suggestions however, this is not the forum for public debate.

Brian Angelone said he appreciates the back and forth and has been getting more from the last few meetings.

Jasmine Weeden said no decisions can be made tonight.

Jay Duguay said that he does not encourage Administration to put out a plan until it is ready. It is best to have a plan in place before it ends up in the community as a half-baked idea. Particularly plans involving the CBAs It behooves admin to have a plan in place first. It does not mean it is a finalized plan. Not trying to hide anything but talking about unfinished ideas can be the cause of other issues.

Matt Manning said there are sometimes lots of layers to a situation and things are not as straight forward as they appear.

Tamra Ham stated that communication should have been made prior to the change from lunch in classrooms to lunch in the Elementary MPR and Middle/High Gym. Tamra said the School needs to be more transparent.

Matt Manning said the input is all great and valuable information. Need to move forward now knowing that children are eating in MPR/Gym.

Jasmine Weeden noted that everyone agrees communication must get better. The report that Mark Pribbernow made regarding the first two days of schools and the improvements in those days sounded like it was over the course of a week and not just two days.

Victoria Martin has concerns with the vague answers generally given during the public comment section of the Board meeting.

Jasmine Weeden mentioned putting items requiring discussion on the Board agenda.

Matt Manning mentioned concerns should be brought to the School and/or Administration first either in public or private then to the Board so the concerns could be thought about before a finalized answer presented.

Victoria Martin mentioned that communication is a big deal.

Annie Anderson said she is a teacher in another school district and understands all the layers. Lin-Wood has done a great job with temperature checks and cohorts. She feels that all that good work suffers with lunch served together. She suggests that as a start, the School makes sure that cohorts are kept during the lunch process and are seated together.

Eleanor Harvey stated that her children are not currently with their cohort during lunch.

Jasmine Weeden said she appreciates the comments and conversation. We are not trying to sweep the comments under the rug.

Eleanor Harvey suggested making COVID-19 a standing Board agenda item.

Tamra likes the open dialog during the public comment section of the meeting.

Geoff Wilson mentioned that cohorting is key part in contract tracing and that is lost when cohorting is not happening. He is happy that the School is open and is reasonably comfortable with the processes in place.

Matt Manning said that it is a good idea to make sure that Middle/High School students are with their cohorts during lunch. We need to make the School as safe as possible, but nothing is fool proof. If we see opportunities for improvement, we should take them. If we see something works, we should try it in other areas.

Eleanor Harvey said her kids' temperatures are being checked twice. Once in the car and once at the door. Also, the following day she will be carpooling and will have children to drop at both schools. How should this be handled with temperature checks? Mark Pribbernow said the temperature check process got better the second day but is a work in process. Have students communicate at the door that they were already checked in the car. He suggests with multiple school drop offs that Elementary students be scanned in the car and Middle/High students walk down and get scanned at the door.

**Adjournment:**

**Jay Duguay called a poll vote to adjourn to Non-Public Session ; Vance Pickering, Brian Angelone, Tamra Ham, Joe Bossie, Jay Duguay, and Matt Manning each voted affirmative. The motion was approved unanimously.** The regular meeting adjourned to Non-Public Session per RSA 91-A:3 at 8:43 pm.

Respectfully submitted,

Sharon Holt